

Fiscal year start-up procedures for continuing TPP grantees (Revised 7/7/06)

Prior to the beginning of each state fiscal year, the following documents must be submitted:

- **Budget Worksheet and Justification** that matches the agency budget displayed in your grant document for the specific fiscal year. For TPP grantees, this information must be input onto the appropriate Budget-Invoice Template (See http://www.ofp.dhs.ca.gov/fiscal_admin.htm (Budget-Invoice Template)). Invoice payment may be delayed if we do not have a correct budget from your agency.
- **Subcontract package** – for each subcontract totaling **\$5,000 and above** as displayed in your budget worksheet, a subcontract package must accompany the lead contractor's/agency's budget worksheet and justification. The subcontract package includes: subcontract agreement form, proposed work plan, and budget with detailed budget justification. Without an approved subcontract package, we are unable to reimburse your agency for subcontractor costs.
- **Yearly Agency Information Form** as described in Policy Letter 05-2 dated September 12, 2005 (http://www.ofp.dhs.ca.gov/Documents/Word/agency-info-form_7-7-06.doc). (note: if information changes during any fiscal year, a revised form must be submitted). We use this information to update our database of all agency contact information. If we don't receive your agency's updated information, we may not have the correct address for sending your agency its invoice payments or email addresses for ongoing communication.
- **Inventory of CDHS Equipment** – In accordance with Exhibit D(F), Item 4.2, an annual inventory of state equipment or miscellaneous property shall be submitted using the HAS 1204 contained the grant agreement in Exhibit G for CCG, MIP and TSO or Exhibit I for TSO.

These documents are to be submitted to your contract manager and program consultant (See contact information located at http://www.ofp.dhs.ca.gov/fiscal_admin.htm)